

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) SUDMEIER, Elizabeth		2. DATE OF BIRTH 12 May 1912	3. SEX F	4. GRADE GS-12	5. SD D
6. OFFICIAL POSITION/TITLE Ops. Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/NE			
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER	☐ RESERVE	☐ TEMPORARY	☐ INITIAL		REASSIGNMENT SUPERVISOR
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☒ ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-) 1 January 1965 - 31 December 1965			
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Reviewing, researching and putting into finished form all intelligence originated at Station.					RATING LETTER S
SPECIFIC DUTY NO. 2 Conducting intelligence reporting procedures with all					RATING LETTER O
SPECIFIC DUTY NO. 3 Preparing intelligence briefs and requirements					RATING LETTER O
SPECIFIC DUTY NO. 4 Supporting agent operations					RATING LETTER S
SPECIFIC DUTY NO. 5 Correlating intelligence with information in overt media					RATING LETTER S
SPECIFIC DUTY NO. 6 Directing agents in intelligence gathering					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S
28 FEB					

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

(b)(3)
(b)(6)

(b)(3)

(b)(1)
(b)(3)

(b)(3)

(b)(3)

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(b)(3)

(b)(1)
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SECTION C		NARRATIVE COMMENTS		OFFICE OF PERSONNEL	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.					
1. The performance of this officer has, if anything, improved over her last excellent fitness report. She has expanded her knowledge of [redacted] its structure, affairs and leadership to a high degree and this is reflected in the consistent excellence of her work. All narrative remarks made in her last fitness report still apply to her performance.					
2. Agent handling has been added to this officer's duties since the last fitness report. She has displayed understanding and professional skill plus a complete grasp of trade craft in handling these operations.					
3. This officer has been most valuable to the day-to-day operations of this Station, a strong asset to the professional standing of her agency in this community. Her performance has earned her a promotion to GS-13 for which she is being recommended by separate memo.					
SECTION D					
CERTIFICATION AND COMMENTS					
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
19 Jan 1966	/s/ Elizabeth Sudmeier				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
DATE	OFFICIAL TITLE OF SUPERVISOR				
11 February 1966	Ops. Officer				
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
I concur in this report. This officer's background, performance and motivation are all exceptionally strong. Miss Sudmeier is a cost conscious employee. She has no supervisory responsibilities.					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL				
15 Feb. 1966	Chief of Station,				

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(b)(1)

(b)(3)

(b)(3)

(b)(6)

(b)(3)

(b)(6)

(b)(1)

(b)(3)

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RECOMMENDATION FOR PROMOTION -

Elizabeth Sudmeier

1. In the month of May 1958 *Elizabeth Sudmeier* was promoted to GS-12. Since that time she has earned (in 1962) the Intelligence Medal, awarded for outstanding operational success, and has served with clearly recognized effectiveness as an intelligence officer, demonstrating strong ability in most of the areas of effort in which we specialize. She has done so well that she had been recommended for promotion three times prior to her current assignment.

2. This officer has no ambition to become Chief of any sizable element in our organization and therefore is not a threat to any beaucroatic chart-making. She does however expect, and hope for, just reward for 19 years in our business during which she has established an enviable reputation, has earned consistently high fitness ratings and has been selected for honors only bestowed on those performing outstanding service.

3. During the year and a half this officer has served in she has performed at a level at least one grade above her present rank. She has acquired the knowledge and produced such volumes of fine work as to make herself exceedingly valuable to the Station.

4. It is recommended that *Elizabeth Sudmeier* be promoted to GS-13 at the earliest possible time.

(b)(1)
(b)(3)(b)(3)
(b)(6)

MAIL ROOM

MAY 1 5 21 PM '62

OFFICE OF PERSONNEL

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